



**State of Arizona
Department of Education**

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Superintendent of
Public Instruction

To: Alternate Assessment Test Coordinators

From: **Audra Ahumada**, Deputy Associate Superintendent – Assessment Section

Date: May 1, 2017

ALERT: Reminder – MSAA Closing May 12, 2017

Administration

The MSAA testing window will close on May 12, 2017. At this time about 46% of MSAA testing throughout the state is complete. Please continue to monitor your students' progress to ensure tests are submitted by the deadline. Time extension requests will not be granted for MSAA.

TAs must complete the LCI tab and the Accommodations: Before Test tab prior to administering the assessment. Refer to the TAM and training modules for more information on these and the SRC tab.

MSAA Directions for Test Administration (DTAs) and Paper Tests

Both the DTAs and the Student PDFs (paper student tests), can be upwards of 300 pages. You don't need to print either of these documents in their entirety. DTAs can be downloaded electronically for the TA and used on a separate tablet, laptop, or computer.

Below is the file structure for each document. Next to each section is my recommendation on whether or not to print it now or to wait.

- Session 1 (ONLY print this session)
- Session 2: Version A (WAIT to print until Session 1 is complete)
- Session 2: Version B (WAIT to print until Session 1 is complete)
- Session 2: Version C (WAIT to print until Session 1 is complete)
- Session 3: Writing Prompt (Print this after Session 2 is complete)

Remember the on demand paper test should only be printed for those students who have a paper accommodation!

As described in *Training Module 2: Test Design and Experience*, the reason for waiting to print Session 2 is that the test is stage-adaptive this year. That means that you don't know which version (A, B, or C) is needed until Session 1 is complete *and* all student responses are entered into the MSAA System. The sections in the DTAs tell teachers to verify that the session they are using is the correct one.

Please let me know if you have any trouble accessing, downloading, or printing the file.

Remember, you cannot access any test materials until you've taken the training modules and passed the TA Quiz.

If you or your Test Administrators need support, you may contact the MSAA Service Center at 866-834-8879 or the ADE Alternate Assessment Unit at 602-542-8239 or AssessingSWDs@azed.gov.